

OFFICIAL MINUTES
PERSONNEL BOARD MEETING
July 18, 2018

CALL TO ORDER

The meeting began at 5:33 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Chair Ed Fuentes, Vice Chair Ed Comerford and Board Member Joe Roberts
City Staff: Assistant City Manager Tami Yuki, HR Manager Monica Walker
Public: None present

REVIEW OF AGENDA

No modifications to agenda.

APPROVAL OF MINUTES

Personnel Board Chair Ed Fuentes made a motion to approve the December 18, 2017 minutes with the correction of “Chari” typo in Item C, Paragraphs 3 and 4. Personnel Board Member Board Member Joe Roberts seconded the motion. Motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Building Inspector I/II Job Description

Assistant City Manager Tami Yuki shared that the Building Inspector I/II has had an ongoing history of discussion with the City over the last few years regarding job duty and function. Throughout San Mateo County and other nearby municipalities in our labor market, there is typically a series of either *Building Inspector I/II* or *Building Inspector I/Senior Building Inspector*. The City of San Bruno is unique in that it only has one job description *Building Inspector*, regardless of number of years in the position or complexity in assigned projects. More complex projects are given to the inspector with the most experience but there was no difference in the job titles. It has been an ongoing discussion between the City and the Union. In the last round of negotiations, the City agreed to review the job description. Community Development Director David Woltering was not available to attend today’s Personnel Board Meeting, so Human Resources (HR) Manager Monica Walker will present on his behalf.

HR Manager Monica Walker handed out the most recent job description to the Personnel Board Members which reflected slight modifications made by Director Woltering after the agenda packets were delivered last night to the Personnel Board Meeting members. HR Manager Monica Walker made highlights in yellow to indicate which sections were changed since last night. HR Manager Monica Walker explained that she will walk through the job description and give a reason for each change.

HR Manager Monica Walker explained that the last time the Building Inspector I/II job description was revised was in 2010. Since then, the City of San Bruno has experienced a shift in population and demographics, and as a result the type of construction and development that the inspectors are required to evaluate has changed. The revisions reflect 1) the difference in complexity between the work performed by an entry-level inspector versus a more senior-level inspector, 2) the education and experience needed for each level, and 3) any new nomenclature to correct outdated nomenclature.

- **Title** – Instead of *Building Inspector*, it is now *Building Inspector I/II*.

- **Uniform** – Now called *California Building Code* instead of *Uniform Building Code* (outdated nomenclature).
- **Distinguishing Characteristics** – Outlines difference between entry-level Building Inspector I and journey-level Building Inspector II.
- **Supervision Received** – Correct title to “Building Inspector” and adds “designee” as supervisor if Building Official is not available; Board Member Joe Roberts and Chair Ed Fuentes requested the addition of “Chief” to reflect the official job classification of “Chief Building Official.”
- **Supervision Exercised** – Building Inspector I does not exercise supervision, but Building Inspector II provides training and guidance.
- **Essential Duties and Responsibilities** – The purpose of the six paragraphs provides specificity of the work performed:
 - Chair Ed Fuentes requested that “enforcement” be changed to “code violation” or “code issues” or “**code compliance**” because the Building Inspector does not have code enforcement responsibilities. Assistant City Manager Tami Yuki explained that HR discussed this with the Community Development Director David Woltering, and he explained that Building Inspectors may accompany Code Enforcement Officers and assist them by writing violations.
 - Chair Ed Fuentes says that “code enforcement” is a legal action and recommended “**code violation**” instead. Chair Ed Fuentes recommended that “clear permit” be changed to “**approve permit**” or “**sign off**.”
 - Chair Ed Fuentes recommended changing “correct” to “**are in compliance**” with established State Codes and Local ordinances. Assistant City Manager Tami Yuki explained that Building Inspectors need to know building codes and different mechanical and electrical codes. Vice Chair Ed Comerford is concerned about the City’s liability in ensuring code compliance.
 - Chair Ed Fuentes requested to change “Issues correction notices and **citations**” to “correction notices, citations, and other notices as needed...” Assistant City Manager Tami Yuki explained that Building Inspectors issue “stop work notices.” Vice Chair Ed Comerford clarified that “stop work notice” is not a citation. Assistant City Manager Tami Yuki explained that Building Inspectors issue notices to correct something within a specified period of time. HR Manager Monica Walker will check with Director to clarify wording {end product: “correction notices, administrative citations, and other notices as needed.”}
- Minimum Qualifications
 - Chair Ed Fuentes requested to revise “**modern** office equipment...” to “office equipment.” Only furniture is modern, not office equipment.
 - Vice Chair Ed Comerford is concerned that an entry-level applicant would not possess knowledge in plumbing, electrical or mechanical knowledge. HR Manager Monica Walker suggested “general construction” knowledge. Vice Chair Ed Comerford suggested two sets of minimum qualifications. Chair Ed Fuentes pointed out that Special Requirements for Building Inspector I only require one certification in a single area, so it does not match the “knowledge and ability” section which includes several areas. HR Manager Monica Walker suggested “**which may include**... residential building, mechanical, electrical and/or plumbing” which allows it to be more broad. Vice Chair Ed Comerford suggested making the knowledge and special requirements sections match with the wording “residential building, mechanical, electrical and/or plumbing.”
 - HR Manager Monica Walker explained that addition of “manage and operate office computer and variety of word processing and software applications, including permit tracking systems” was due to the increase in software usage such as the new permit tracking system, and devices such as iPads.
 - Vice Chair Ed Comerford asked if two years of experience was enough time for a Building Inspector I to obtain the necessary certificates. HR Manager Monica Walker explained that the Director said that there are multiple ways to obtain

certificates: online, continuing education, etc. Assistant City Manager Tami Yuki said that the Director also stated that conferences, continuing education, group tests, allows ways to earn certification.

- Vice Chair Ed Comerford was concerned about the alternate path of experience as a municipal building inspection experience. HR Manager Monica Walker explained that an alternate path of either 2 years general construction or 2 years building inspection municipal experience allows for candidates to qualify in different ways, and this is designed to deal with challenges in the labor market. Assistant City Manager Tami Yuki gave an example of a Building Inspector who came to work with us from a consulting company. Alternatively, HR Manager Monica Walker said that if a candidate had only one years in construction and one year of municipal building, this would allow them to qualify as well. Chair Ed Fuentes recommended adding the wording **“combination of both.”** Assistant City Manager Tami Yuki explained that HR is initially screening for the minimum qualification but if there are a large number of applications, HR would also further screen for higher qualifications.
- Chair Ed Fuentes asked if “related fields” should be added to “Building Inspector or Construction Technology or **related fields** is preferred” but Vice Chair Ed Comerford did not think that was a good idea, and Vice Chair Ed Comerford also asked why it was not required to have an AA/AS degree. HR Manager Monica Walker explained that this was done to make it broader due to the labor market.
- Board Member Joe Roberts asked to spell out “ICC” as “International Code Council”
- HR Manager Monica Walker revised “Building Official” to “Chief Building Official”
- Chair Ed Fuentes added “Office settings... **and in the field.**” HR Manager Monica Walker recommended removing the word “However...” and capitalizing “Outdoor work...”
- Board Member Joe Roberts added “Crawl **under structures.**”
- Board Member Joe Roberts made a motion to approve as modified. Vice Chair Ed Comerford seconded the motion.

b. Discuss of Annual Report to City Council

Agenda packet contained a draft report. No issues with content. Board decided on presentation date of September 25, 2018 {This date was found to be in conflict with another board’s presentation. Date remains TBD as of the writing of these minutes.}

c. Report on Recruitment Information

Human Resources Manager HR Manager Monica Walker reported that all the positions on the list from *“Financial Services Manager”* to *“Deputy Director of Public Works, Admin and Engineering”* have been filled. The rest of the positions on the list are in final stages of recruitment. Ed Fuentes asked about the Interim Community Services Director, and HR Manager Monica Walker explained that it is currently being filled by Michael Stallings, a consultant, who used to work for City of Daly City.

BOARD MEMBER COMMENTS

No comments

ADJOURNMENT

Chair Ed Fuentes motioned to adjourn the meeting at 6:20 p.m., seconded by Personnel Board Vice Chair Ed Comerford.